

Alabama Physical Fitness Assessment Confidentiality Agreement

The Confidentiality Agreement must be signed by all teachers and volunteers engaged in the administration of the Alabama Physical Fitness Assessment (APFA). Certain test security procedures must be followed during administration of the APFA. Failure to follow test security procedures, including guidelines identified for test administration in the APFA manual, may result in disciplinary action by the local education agency (LEA) or by the Alabama Department of Education. The following list, although not exhaustive, identifies specific actions considered inappropriate for testing:

- Photocopying or in any way reproducing or disclosing student physical fitness test results, including weight and height, unless authorized.
- Altering or reporting false student physical fitness test results.
- Altering test procedures prescribed in the APFA manual.
- Having in personal possession Class Record Forms other than on specified test dates.
- Allowing students to view Class Record Forms or other students' scores.
- Placing testing materials, Class Record Forms, Student Feedback Reports, or Individual Education Plan Accommodations Checklists in nonsecure locations or unattended by professional staff.
- Discussing test results with other students, staff, or parents or guardians. Only physical education teachers or administrators are authorized to discuss test results with students and parents or guardians.

It is important for teachers to complete all forms and ensure that accurate test data and other pertinent information be reported to appropriate personnel. The following list indicates items required to be completed:

- Ensuring that all test reports are completed and have been reported to the Alabama Department of Education;
- Filing of all testing materials, including test forms, scores, and data in a secure place for three years from test date; and
- Ensuring that all Confidentiality Agreements have been signed by all volunteers, including college students, parents, or teacher aides, and delivered to the school principal prior to testing.

By signing my name to this document, I certify that I have read the above policy and agree to abide by established test security procedures.

_____	_____
Legal Printed Name	Legal Signature
_____	_____
Position	Date

(Confidentiality agreements must be signed annually and filed with school administration.)